



POLITICAL/ECONOMIC ASSISTANT

The U.S. Consulate in Sydney is seeking eligible and qualified applicants for the position of Political/Economic Assistant within the Political/Economic section.

Salary: A\$89,399 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. A university degree in Public or Business Administration, Political Science, International Relations, Law, Economics, Labour or Industrial Relations is required.
2. Three years work experience in research and analysis, project management and office administration in government, public relations, politics, economic policy or non-government organizations is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.

For instructions on how to apply, please refer to the Job Opportunities section on our website: <http://canberra.usembassy.gov>

Forward letter, response to the selection criteria, and resume to the Human Resources Office, via email to: sydrecruitment@state.gov
by July 6, 2016

Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

Duties and Responsibilities Statement

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| POSITION TITLE: POLITICAL/ECONOMIC ASSISTANT | POSITION GRADE LE- 09 (STARTING SALARY A\$89,399) |
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Political/Economic (Pol/Econ) Assistant provides expert research, reporting, speech writing, and advisory functions on complex political and economic issues for the Consul General (CG) and Political/Economic section. Monitors and reports significant domestic political, social, economic, commercial, business and environmental developments, with a focus on implications for U.S. interests. Maintains close contacts with practitioners, experts and others involved in shaping opinions and policies in those fields and performs representational duties as required. The incumbent works on own initiative with supervision by the Political/Economic Officer and is reviewed by the CG. The Pol/Econ Assistant also advises and assists in arranging relevant appointments, meetings, and travel for the CG, Pol/Econ Officer, Ambassador and other Mission and USG personnel. He/she drafts briefing memos, schedules, and trip papers for visits to the consular district of New South Wales and Queensland as needed.

Major Duties and Responsibilities

(A) Research, Analysis, Reporting and Speech Writing (45%)

Undertakes research, analysis, reporting and speech writing on Australian political, economic, commercial, business, environmental, trade and technological developments from a wide variety of published and unpublished sources for relevance to U.S. interests in Australia and the Asia Pacific region, as well as on global issues. Such information may include host Government policies and legislation, political party platforms and statements, and studies and reports furnished by nongovernmental organizations, unions, businesses, academics and the media. Makes decisions about issues to be reported, analyzing developments within the broader political, economic, social and global sphere. Provides spot reporting and in-depth analyses to the Ambassador, DCM, Consuls General and Political/Economic sections throughout the Mission, on key issues, including: significant leadership tensions in Australia's major political parties, the rise of minority parties and independent candidates, Australia's resource sector and economy, and reaction from high level contacts to critical political/economic developments. Reports accurate, up to date information, which is timely and of high substantive quality and which reflects an appreciation of the nuances of the Australian political system, economy and business sector. Drafts major speeches for Consul General as required. In the absence of the Pol/Econ Officer, independently maintains the Pol/Econ section.

(B) Advisory Role (20%)

Briefs the Consul General, Political/Economic Officer, Consulate staff and official visitors on current developments of importance in Australian political and economic matters, and, as requested provides briefing of a similar nature on a Mission wide basis. Accompanies the Consul General, Pol/Econ Officer and Ambassador to meetings with key government and business representatives and provides regular pre-meeting briefings. The incumbent drafts briefing papers/materials for the Consul General, Pol/Econ Officer and Ambassador, outlining key issues for discussion in upcoming meetings. He/she forecasts developments, including their ramifications for U.S. – Australia relations, in a persuasive and concise manner while furnishing background information on U.S. foreign policy positions.

(C) Maintaining Contacts (15%)

Develops, maintains, and effectively utilizes an extensive range of contacts with politicians, business leaders, high-level policy analysts, advisers, academics, trade union officials, media commentators, and community leaders across the consular district to develop the optimal political, economic, and commercial information network. Identifies and meets with key up and comers in politics and business. Identifies potential International Visitor Leadership Program nominees and compiles nominations for the Pol/Econ section.

(D) Representational (5%)

The incumbent represents the Consul General, Political/Economic Section and Mission as required at conferences, seminars and other events organized by governmental, business, academic and think tanks. Utilizes representational opportunities to develop contacts, articulate U.S. policy positions, inform the Consul-General and Mission of important developments, and advance U.S. interests.

(E) Visit Coordination and Other (15%)

The incumbent will lead and/or support the coordination of USG official visits. Will act as the Control Officer and/or Site Officer for visiting U.S. Government officials and arrange programs utilizing established contacts and facilitates contact with political, economic, business, and host government counterparts. The incumbent provides support to these visits by drafting schedules, setting up meetings, liaising with the appropriate local protocol offices, as well as the Consulate's Management section for logistical support.

The Pol/Econ Assistant works with the Pol/Econ Officer to plan outreach and reporting trips within the Consular District by the Consul General, Officer and the incumbent. The Pol/Econ Assistant suggests meetings for the Pol/Econ Officer, Consul General, and Ambassador with key interlocutors in support of the post's reporting priorities.

In conjunction with the Pol/Econ Officer and Management section, the incumbent takes the lead on supervising the Local Student Internship Program on behalf of the

Political/Economic section. This includes developing work programs, providing guidance concerning political, economic, commercial, business, trade, environmental, and technology matters and direct supervision of the interns.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. A university degree in Public or Business Administration, Political Science, International Relations, Law, Economics, Labour or Industrial Relations is required.
2. Three years work experience in research and analysis, project management and office administration in government, public relations, politics, economic policy or non-government organizations is required.
3. Level 4 (Fluent) written and spoken English is required. This may be tested.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Marjolein Gerber at 9373 9112.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

HIRING PREFERENCE ORDER

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not

received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Human Resources Office
(POC: Marjolein Gerber
Email: sydrecruitment@state.gov

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.